



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PUBLICATIONS TECHNICIAN

Class No. 003048

■ CLASSIFICATION PURPOSE

Under general supervision, to perform a variety of confidential printing work by operating and maintaining a computerized, high volume, multi-task duplicator, related binding, maintenance of stock and record keeping duties; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Publications Technician is responsible for maintaining computerized duplicating and related equipment, and performing high volume printing work which is of varying difficulty and confidential in nature. The duties of this class involve independent judgment that includes final proofing and layout of publication material and determining priorities to meet publication deadlines.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Operates computerized duplicating equipment in order to run forms, booklets, publication materials and related printed copies.
2. Performs routine maintenance and makes repairs and adjustments to the following equipment: computerized duplicator, paper drill press, folder-perforator, electric paper cutter, and paper shredder.
3. Proofs and prepares layouts for printed materials by operating related binding equipment.
4. Orders and keeps inventory of paper and card stock, dry ink, developer and fuser agents.
5. Estimates time and material needs for printing jobs.
6. Prioritizes work to ensure completion within specified time frames.
7. Maintains written records of printing jobs.
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Courteous, respectful treatment of County employees, representatives of outside agencies and members of the public representing diverse cultures and backgrounds.
- Printing techniques to include preparation and set-up of materials.
- Printing supplies and paper stock.
- Use and efficient cutting of stock.
- Maintenance, troubleshooting and repairing techniques for Xerox duplicator and related binding equipment.
- Inventory control techniques.
- Safety practices.
- Record keeping.

Skills and Abilities to:

- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Set up and operate duplicators and related binding equipment to produce printed materials.
- Maintain and repair duplicators and related equipment for binding (power paper cutter, folder, collator, drill, shredder, stitcher jogger).
- Follow written and oral instructions.
- Plan workloads and meet publication deadlines.
- Maintain records.
- Identify and select paper stock appropriate to a specific job.
- Check printed material for completeness and prepare layout.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: One (1) year of experience operating computerized duplicating equipment and printing a variety of materials in a high volume workload setting. Experience must include operating various types of binding equipment, and the preparation and proofing, and set-up of materials to be printed.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None Required.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: October 5, 1989**  
**Revised: Spring 2004**

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Publication Technician (Class No. 003048)

Union Code: CE

Variable Entry: Y